

City of Belmont

Parks and Recreation Department



REQUEST FOR PROPOSAL

Twin Pines Park Planning, Design and

Potential Construction Management Services

GENERAL INFORMATION

The City of Belmont, Parks and Recreation Department, is seeking firms to provide planning, design and potential construction management services for city-owned property known as Twin Pines Park. The consultant selected through this proposal process will be asked to collect public feedback and provide conceptual designs for a Master Plan. In addition, the consultant may be asked to develop construction plans, specifications, a construction cost estimate based on public, staff, Commission and Council comments, as well as construction management of the work performed.

Twin Pines Park consists of 21.1 acres of land in the southeast portion of Belmont, California. The Park includes City Hall, an historic mansion, a community center, recreation center offices, several smaller buildings, three picnic areas, lawn area, volleyball court, two playground areas, parks restroom building, portions of Belmont Creek, hiking trails, parking lots, and many other features.

SCOPE OF WORK – MASTER PLAN PHASE

The City of Belmont is seeking consultant services to provide a Master Plan for the Park that includes, but is not limited to the following:

Site and Record Review: Conduct a complete evaluation of the Park that includes, but is not limited to the following:

- Conditions of existing facilities and park features
- Potential improvements for use of facilities, park features and open space areas within the Park
- Traffic circulation, parking, and pedestrian and vehicle connectivity to the downtown area
- Belmont Creek stabilization
- Improving sight lines and wayfinding signage

During this process, consultant will:

- Meet with City staff, Parks & Recreation Commissioners, and community members to understand concerns and a preferred vision for Twin Pines Park
- Attend study sessions and meetings of the City Council and Parks & Recreation Commission
- Collection and coordination of available information on the park including any City documents such as minutes from Commission and City Council meetings, GIS data, aerial photography, and other information

Conceptual Design: Prepare design concepts that includes features suggested through staff, Commission and public input to achieve a functional and creative design to meet the needs of the Belmont community. Exhibits shall include plan view, elevation and sectional sketches necessary for presentations and evaluation by the City Council, staff, the Parks & Recreation Commission and the public. Render all drawings in color. In addition, all presentations will be made in Power Point or an equivalent format acceptable to the City.

Final Design: Based on input from City staff, Parks & Recreation Commission, City Council, and the public, revise the conceptual design and cost estimates for final design presentations.

Meetings

- Staff (four meetings): Meet with City staff to review project approach, objectives, budget, schedule, and design.
- Parks & Recreation Commission (three meetings):
 - Present at a public study session of the Commission to understand concerns of the existing Park and a preferred vision for the future.
 - Present the conceptual design at a public study session the Parks & Recreation Commission.
 - Present the final design at a meeting of the Parks & Recreation Commission.
- City Council (two meetings): Present the conceptual design and final design to City Council.

SCOPE OF WORK – CONSTRUCTION PHASE

The City of Belmont's immediate interest is the development of the Master Plan for the Park. Depending upon the concepts generated from the Master Plan, funding issues, and other factors, the City may be interested in proceeding with construction of one or more projects of the Master Plan. If so, upon mutual agreement, the City and Consultant will enter into an additional agreement to provide construction documents of the selected project(s), construction plans, specifications, construction administration and a construction cost estimate that includes, but is not limited to the following:

50% Submittal: Prepare 50% complete construction documents and specifications per City's format.

90% Submittal: Incorporate comments from previous submittal and prepare 90% complete construction documents and specifications per City's format.

100% Submittal: Incorporate comments from previous submittals and prepare 100% complete construction documents and specifications per City's format including bid form. Submit 100% complete contract documents and estimates in AutoCAD 2008, Microsoft Word 2003, Microsoft Excel 2003, or higher as appropriate. Also, provide a set of reproducible plans on Mylar at 24" X 36" size. All plan sheets shall be signed by the licensed professional in charge of the design.

Construction Cost Estimates: Prepare cost estimate including estimated costs for design stages, construction of the selected Park project(s), construction contingencies, and construction management.

Meetings: Meet with City staff, Parks & Recreation Commission and City Council. Specific number and purpose of meetings will be determined at a later date based upon the project(s) to be constructed.

Bidding and Construction Administration:

- Pre-construction meeting: Attend a pre-construction meeting with selected contractor to address any questions or issues with City and contractor.
- Submittals/Contractor RFIs: Review required submittals and respond to "Requests for Information" (RFIs) on an "as needed" basis during project construction.
- Site Visits and Construction Review: Conduct site visits during construction to review the contractor's conformance to the plans and specifications or to address field changes.

SUBMITTAL REQUIREMENTS

The content of your submittal should include six sets of the following in summary form:

Consultant Identification and Team

Provide the name of the consultant, the consultant's principal place of business, and the name and telephone number of the contact person. Clearly identify team members, their roles and qualifications.

Related Project Examples and References

Provide recent (within last 10 years) visual examples of relevant projects completed by the consultant that exhibit the team's ability to successfully complete a range of landscape architecture services as listed above.

Along with each example, please include descriptive information such as location of the project, date, scope and scale, contract amount, name of the team member(s) involved in the project and their roles, name of the client, and e-mail address and telephone number of the client contact.

Hourly Rates

Include an hourly rate schedule for all personnel who may participate in current or future projects.

SELECTION PROCESS:

The selected consultant will be asked to enter into a Professional Services Agreement with the City of Belmont and comply with the insurance requirements set forth therein. Belmont Parks and Recreation Department staff will supervise the project and coordinate the work.

Proposals will be evaluated for qualifications, references, project approach, project cost and schedule. California law requires selection of Architectural and Engineering (A&E) contract services on the basis of demonstrated competence and professional qualifications. Negotiations shall begin with the most qualified consultant. Should negotiations not result in a price the City considers to be fair and reasonable, negotiations shall be formally terminated, and the City shall then undertake negotiations with the second most qualified consultant. If the negotiation with the second most qualified firm is not successful, negotiations shall be formally terminated, and the City shall then undertake negotiations with the third most qualified consultant, etc. until the price is determined to be fair and reasonable by the City. (California Government Code, Chapter 10, Sections 4525 through 4529.5).

Date/Time	Item
April 12, 2018	Deadline for Receipt of Proposals
May 11, 2018	Selection of most qualified Landscape Architect and begin negotiation of Agreement
May 25, 2018	Finalize Agreement Negotiation, Scope of Work, and Cost
June 12, 2018	Belmont City Council authorization to enter into a Professional Services Agreement

SCHEDULE

As part of a Professional Services Agreement, city staff and the selected consultant will discuss and agree to a schedule for each of the deliverables outlined in the scope of work. The consultant is encouraged to submit a tentative schedule of the Master Plan portion of their work in the RFP submittal.

FEES

Consultant fees shall be negotiated and established on a time and materials basis with a not to exceed amount, supported by an agreed schedule of rates and mark-ups. Consultant must provide the City with the firm's current fee schedule including fees for associates and sub-consultants. Progress invoices will be paid on a monthly basis related to the progress of the work. City reserves the right to change the funding of the project.

Please deliver six copies of your proposal no later than April 12, 2018 to:

City of Belmont
Department of Parks and Recreation
30 Twin Pines Lane
Belmont, CA 94002
Attn: Daniel Ourtiague, Parks Manager

Questions about the requirements of this RFP or the submissions to be included in the proposal should be directed to Daniel Ourtiague, Belmont Department of Parks and Recreation at (650) 595-7441 or by fax at (650) 595-7419.